

Administrative Files - Project 56 years, Security 50 years.

Polygraph 35 years.

Rate of Reference is a good guide - less than 1 reference per file
and the file
drawer per month ~~xxxxxxx~~ can be moved from office space to the
Records Center.

The Records Control Schedule is the key to managing records disposition.

CHART 12 - RECORDS CENTER

The Center Building cost \$655,000; its capacity is 100,000 cubic feet
equivalent to 12,900 safes; it has the required security and fire protection
devices. Since the Center has been in operation it has received 184,000
cu. ft. of records but we have destroyed 93,000 cu. ft. If we did not have
the Records Center it would have been necessary to spend about five and a
half million dollars for file equipment. Today, we have 100,000 cu. ft.
near
We are about 95% filled. In the future we plan to use a GSA Facility at
Suitland. for a selected group of our records.

Now lets take a minute to summarize -

- First - Paperwork is Expensive.
- Second - Paper Requires a lot of Space.
- Third - Paperwork Requires a Lot of People.
- Fourth - Paperwork Programs are Required by Law
- Fifth - Good Paperwork Practices Pay Dividends.

It is to your advantage
to have an office Records
Program

Read

STAT

In conclusion I want to quote one of the worlds foremost management
authorities - Lyndal Urwick who said, "Some records are essential; some men
live and all men die then the records become essential where these accidents
occur. Records are essential in all large organizations because men change
posts and forget - but the records are only memory aids. The big decisions
are made not on paper but by men meeting face to face who trust each other."